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23 January 1962

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MEMORANDUM FOR: Members of the OTR Education Committee

SUBJECT : Scheduled Meeting

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1. A meeting of the OTR Education Committee will be held on 13 February 1962 at 1300 hours in the OTR Conference Room, Building [REDACTED] If you cannot personally attend this meeting, it is requested that you contact the writer and suggest an alternate.

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2. The agenda will include the following:

a. [REDACTED] Headquarters Training, OS/TR will give us a briefing and explanation of the methods of training used by the Treasury Law Enforcement Officer Training School which he has attended.

b. It is requested that each School representative conduct an informal survey of his School to ascertain and be prepared to discuss the following:

- (1) How extensively instructors in his School use lesson plans of some type.
- (2) If lesson plans are not in use, how does the School Chief assure himself that the doctrine being taught in the classes reflects accurately the Agency doctrine.
- (3) The extent of lesson plans (on a reasonably current basis) which have been submitted to the Vital Materials Program and to TAS/OS.
- (4) The influence DTR's memorandum of 5 December 1961, "Replacing the Lecture in Classroom Instruction," has had on revising lesson plans or in other ways.

(NOTE: The first three items above were requested in September 1961 but, due to extenuating circumstances, were not received in the Committee. Please bring this information up-to-date for this meeting)

3. It is suggested that each Committee member may desire to invite his School Chief to attend this meeting because of possible interest in item 2a above.

[REDACTED]
Chairman

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Distribution:

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